

<b>STUDY MODULE DESCRIPTION FORM</b>		
Name of the module/subject <b>The audit of OHS systems</b>		Code <b>1011105231011126472</b>
Field of study <b>Safety Engineering - Part-time studies - Second-</b>	Profile of study (general academic, practical) <b>(brak)</b>	Year /Semester <b>2 / 3</b>
Elective path/specialty <b>Work Safety Management</b>	Subject offered in: <b>Polish</b>	Course (compulsory, elective) <b>elective</b>
Cycle of study: <b>Second-cycle studies</b>	Form of study (full-time, part-time) <b>part-time</b>	
No. of hours Lecture: <b>8</b> Classes: <b>18</b> Laboratory: <b>-</b> Project/seminars: <b>8</b>		No. of credits <b>4</b>
Status of the course in the study program (Basic, major, other) <b>(brak)</b>		(university-wide, from another field) <b>(brak)</b>
Education areas and fields of science and art <b>technical sciences</b> <b>Technical sciences</b>		ECTS distribution (number and %) <b>4 100%</b> <b>4 100%</b>
<b>Responsible for subject / lecturer:</b> dr inż. Hanna Gołaś email: hanna.golas@put.poznan.pl tel. 61 665 33 65 Faculty of Engineering Management ul. Strzelecka 11 60-965 Poznań		<b>Responsible for subject / lecturer:</b> dr inż. Anna Mazur email: anna.mazur@put.poznan.pl tel. 61 665 33 65 Faculty of Engineering Management ul. Strzelecka 11 60-965 Poznań
<b>Prerequisites in terms of knowledge, skills and social competencies:</b>		
1	<b>Knowledge</b>	Student defines and describes basic notions concerning management systems of occupational health and safety.
2	<b>Skills</b>	Student can plan, organize and assess the functioning of management systems. Student can interpret the results of observation.
3	<b>Social competencies</b>	Student is aware of the meaning of management systems of occupational health and safety.
<b>Assumptions and objectives of the course:</b> Developing understanding of theoretical aspects and practical abilities of auditing management systems of occupational health and safety.		
<b>Study outcomes and reference to the educational results for a field of study</b>		
<b>Knowledge:</b> 1. Student has knowledge of safety systems, managing occupational health and safety, and auditing management systems of occupational health and safety - [K2A_W09]		
<b>Skills:</b>		

<p>1. Student can acquire, integrate, interpret data from literature, database or other properly matched sources, both in English or other foreign language accepted as an international language of communication within Safety Engineering, as well as to draw conclusions, formulate and justify opinions - [K1A_U01]</p> <p>2. Student can apply various techniques in order to communicate in occupational environment and other environments - [K2A_U2]</p> <p>3. Student can create, both in English and Polish language, a well- documented report of problems within Safety Engineering, which present the results of their own research - [K2A_U3]</p> <p>4. . Student can prepare and give oral presentation relating to detailed issues within the realm of Safety Engineering in Polish and other foreign language - [K2A_U4]</p> <p>5. Student has self-study ability and comprehends it - [K2A_U5]</p> <p>6. Student Student can apply information-communicative techniques to deal with tasks that are typical of engineering activity - [K2A_U7]</p> <p>7. . Student can, while formulating and solving engineering tasks, discern their systemic and non-technical aspects and also socio-technical, organizational and economic elements - [K2A_U10]</p> <p>8. Student can come up with a suggestion how to make use of state-of-the art technology within products design - [K2A_U12]</p> <p>9. Student has got the preparation that is indispensable to be able to work in an industrial environment and also knows safety rules connected with a given work along with the ability to impose their use in practice - [K2A_U13]</p> <p>10. Student can, according to the given specification, design and operate on a simple equipment, system or a process, which is typical of Safety Engineering (including some uncommon ones and having a research component) - [K2A_U15]</p>
<p><b>Social competencies:</b></p> <p>1. Student understands the need and knows means how to self-study ( first, second and third cycle studies, postgraduate studies, qualification courses)- improving professional, personal and social competence; can argue the need to learn for the whole life - [K2A_K01]</p> <p>2. . Student is fully aware of the responsibility that he has taken for his own work and expresses readiness to comply with the rules of team work as well as takes responsibility for mutually realized and completed tasks - [K2A_K03]</p> <p>3. . Student can determine some causal relationships in the process of targets implementation and rank pertinence of alternative or competitive tasks - [K2A_K04]</p>

<b>Assessment methods of study outcomes</b>	
<p>Formative assessment:  Classes: current/ongoing evaluation (2-5) of assigned tasks  Projects: current/ongoing evaluation of work progress on a given project  Lectures: evaluations based on questions relating to the presented materials during the lectures</p> <p>Collective assessment:  Classes: average of partial exercises; credits given after achieving at least 3.0;  Projects: evaluation of the presented solution with reference to the chosen project; credits given after achieving at least 3.0;  Lectures: written test in the 14/15th week of a semester (3 open questions presented during the lecture; each question is scored 2-5 points; final result is an average of partial grades; the final test pass equals at least 3.0</p>	
<b>Course description</b>	
<p>Supervision and control. Types and systems of control. Audit, the notion, types and objectives. Requirements regarding internal auditing management systems of occupational health and safety. Audit and control. Requirements for auditors. The process of auditing. Audit planning. Audit implementation. Methodology of auditing. Corrective and preventive activities.</p>	
<p><b>Basic bibliography:</b></p> <ol style="list-style-type: none"> <li>1. ISO 19011:2011 Guidelines for management systems auditing</li> <li>2. OHSAS 18001:2007 Systemy zarządzania bhp. Wymagania</li> <li>3. PN-N 18001:2004 Systemy zarządzania bhp. Wymagania</li> </ol>	
<p><b>Additional bibliography:</b></p> <ol style="list-style-type: none"> <li>1. Łuczak B., Kuklińska D.: Audi/tyty i audi/ytowanie, Wydawnictwo WSB, Poznań 2007</li> <li>2. Łunarski J. (red.): Systemy zarządzania bezpieczeństwem w przedsiębiorstwie, OW Polit. Rzeszowskiej, Rzeszów 2006</li> <li>3. Pawłowska Z., Podgórski D. (red.): Podstawy systemowego zarządzania bhp, CIOP, Warszawa 2004</li> <li>4. Karczewski J.T.: System zarządzania bezpieczeństwem pracy, ODDK, Gdańsk 2000</li> </ol>	
<b>Result of average student's workload</b>	
Activity	Time (working hours)

1. lecture		15
2. preparation for lecturecredits		15
3. classess		30
4. preparation for classess		20
5. project work		15
6. project preparation		20
<b>Student's workload</b>		
<b>Source of workload</b>	<b>hours</b>	<b>ECTS</b>
Total workload	115	4
Contact hours	60	2
Practical activities	45	2